

FINAL Minutes of the Planning Commission Meeting of Tuesday December 5, 2017
Council Chambers, One Twin Pines Lane, Belmont, CA

ROLL CALL 7:00 P.M.

Planning Commission Members Present: Majeski, Hendrix, McCune, Goldfarb, Meola, Simpson,
Mates

Planning Commission Members Absent: None

Staff Present: CDD deMelo, Planning Technician Shek, and Temporary Administrative Assistant Hernandez

PLEDGE OF ALLEGIANCE

Led by Chair Mates

COMMUNITY FORUM/PUBLIC COMMENTS

James Douvikas, Belmont resident addressed the Commission regarding inadequate drainage issues at his residence. A video was emailed to staff, and staff has forward this information to the appropriate City department.

CONSENT CALENDAR

Draft Meeting Minutes – March 7, 2017

Draft Meeting Minutes – November 7, 2017

Draft Meeting Minutes – November 21, 2017

ACTION On a motion by Commissioner Simpson, seconded by Commissioner Meola, the Consent Calendar was unanimously approved.

PUBLIC HEARINGS

533 CHESTERTON AVENUE – TO CONSIDER A SINGLE-FAMILY DESIGN REVIEW APPROVAL TO CONSTRUCT A NEW 1,130 SQUARE FOOT UPPER FLOOR AND 545 SQUARE FOOT GROUND FLOOR ADDITIONAL TO AN EXISTING 1,370 SQUARE FOOT SINGLE-FAMILY RESIDENCE. (APPL. NO. PA2017-0061)

Commissioners indicated that site visits were made but no ex-parte communications were made.

Planning Technician Shek described the project. Staff indicated that the project is well designed and articulated, it does not impact public views, does not require grading, and all existing landscape would be maintained. The addition is compliant with the Residential Design Guidelines and Residential Design Criteria.

Planning Technician Shek responded to a Commission question of how much of the existing yard would be taken by the addition; he indicated that the bedroom addition would be flush with the garage which is 20 feet from the property line.

Chair Mates opened the Public Hearing. No one came forward to speak.
Chair Mates closed the Public Hearing.

Discussion ensued regarding landscaping, the Conditions of Approval, and if landscaping only meant trees.

Planning Technician Shek indicated that trees are protected but shrubs can be replaced and moved, and that staff generally cannot add a condition regarding new landscaping when it comes to non-trees or grass.

Commissioners found nothing problematic with the project but had questions with the tree ordinance standards. Commissioners indicated they could make the findings and suggested to the applicant that they could install additional trees; they also indicated that they would like staff to work with the applicant regarding landscaping.

CDD deMelo stated that staff would work with the applicant in relation to their landscaping plan.

ACTION: On a motion by Commissioner McCune, seconded by Commissioner Majeski, **Resolution 2017-49** Approving a Single-Family Design Review at 533 Chesterton Avenue (Appl. No. PA2017-0061) was unanimously approved.

1500 Ralston Avenue – TO CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR THE RALSTON HALL RENOVATION PROJECT FOR THE NOTRE DAME DE NAMUR UNIVERSITY (NDNU) CAMPUS. THE PROJECT WILL INCLUDE A FULL SEISMIC UPGRADE, ACCESSIBILITY IMPROVEMENTS; REPLACEMENT OF MOST OF THE EXISTING INTERNAL BUILDING SYSTEMS, INCLUDING FIRE SPRINKLERS AND NEW CONNECTIONS TO SITE UTILITIES; MINOR WALL AND ROOM CHANGES ON THE SECOND FLOOR; AND MAJOR INTERIOR RECONFIGURATION OF THE THIRD AND FOURTH STORIES TO ACCOMMODATE THE UNIVERSITY'S PROGRAM AND SPACE NEEDS. LIMITED EXTERIOR ALTERATIONS ARE PROPOSED, INCLUSIVE OF ROOFING, SIDING, AND WINDOW REPAIR OR REPLACEMENT. (APPL. NO. PA2017-0058)

Commissioners indicated that site visits were made but no ex-parte communications were made.

CDD deMelo described the project. He indicated that staff engaged the services of a historic research consultant to confirm that the changes are minor, and that they met with the City's requirements to Issue a Certificate of Appropriateness, and if they conformed to the Secretary of the Interior's standards; the historian indicated that they met the City's and the Secretary of the Interior's standards.

CDD deMelo indicated that staff is comfortable with the project and recommends approval.

Jim Sunseri, architect, responded to Commissioner question about the bridge modifications; he indicated that these are aesthetic changes.

Chair Mates opened the Public Hearing. No one came forward to speak.

Chair Mates closed the Public Hearing.

Commissioners indicated they could make all the findings.

ACTION: On a motion by Commissioner Simpson, seconded by Commissioner Meola, **Resolution 2017-50** Approving a Certificate of Appropriateness for the Ralston Hall Renovation Project for Notre Dame De Namur University (NDNU) at 1500 Ralston Avenue (Appl. No. 2017-0058) was approved.

OTHER BUSINESS / UPDATES

CDD deMelo stated that progress continues to be made on all construction projects throughout the City. He also indicated that all policy documents (2035 General Plan, Belmont Village Specific Plan, Climate Action Plan, and Zoning) that were adopted in October and November will be in effect on December 28, 2017.

Next Tuesday December 12, 2017 is the City Council meeting, where the selection of the Mayor and Vice Mayor will take place.

ADJOURNMENT at this time, being 7:40 p.m.

Prepared by,
Irma Hernandez
Temporary Administrative Assistant

Approved by,
Carlos deMelo
Community Development Director

Meeting televised and web streamed.